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General Assembly

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English only

United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination
New York, 27-31 March and 15 June-7 July 2017

Information for civil society representatives

Note by the Secretariat

1. Modalities of participation of non-governmental organizations

The participation of non-governmental organizations (NGOs) in the United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination, shall be governed by the decision adopted by the conference at its organizational session on 16 February 2017 (A/CONF.229/2017/4).

2. Accreditation (required for non-governmental organizations not accredited to the first session of the conference)

Note: Non-governmental organizations that have been accredited to the first session of the conference should proceed directly to section 3.

All requests for accreditation must be received by the United Nations Office for Disarmament Affairs no later than 19 May 2017. Such requests should be submitted through the Economic and Social Council Civil Society Network (CSO Net) by filling out the online accreditation form, available at http://bit.ly/2oB1E0c.

Please follow the instructions on the above-mentioned website. It is advisable to first check whether your organization already has a profile on CSO Net by searching the profile database at http://esango.un.org/civilsociety.

If your organization is not on CSO Net, please create your organizational profile at http://bit.ly/1hqZ000.

NGOs must indicate, as provided on the form, whether they have consultative status with the Economic and Social Council.

NGOs that have requested accreditation, as stated above, will be informed by the United Nations Office for Disarmament Affairs by e-mail by 26 May 2017 as to whether their request for accreditation meets the requirements and has been approved. NGOs with consultative status will be accredited to the conference. All

other approved NGOs will be provisionally accredited to the conference, pending the decision of the conference on the list of such NGOs. For questions related to accreditation, please contact Ms. Diane Barnes (e-mail: diane.barnes@un.org).

3. Registration and issuance of identification badges (for all non-governmental organizations)

The registration process comprises two steps: (1) pre-registration of NGO representatives online; (2) registration of NGO representatives on-site. Please note that NGOs represented at the first session of the conference must pre-register and register their representatives separately for the second session.

NGOs that are accredited or provisionally accredited to the conference must pre-register through CSO Net the representatives who are expected to attend the conference. Pre-registration will be open from 1 May to 7 June 2017 at http://bit.ly/2oNOk3D.

Upon completion of pre-registration and approval by the United Nations Office for Disarmament Affairs, you will be able to download a confirmation letter from CSO Net. Please note that the confirmation letter is required for on-site registration. It will contain instructions for completing the registration process and obtaining an identification badge upon arrival.

Once an identification badge has been issued, NGO representatives will be granted access to designated rooms assigned for the conference. NGO representatives who are accredited and registered may attend public meetings of the conference. For matters related to registration and issuance of identification badges, kindly contact Ms. Haruka Katarao (e-mail: haruka.katarao@un.org).

4. Documentation

Official documents and statements of the conference will be posted to its website. In accordance with the decision of the conference, NGOs may submit material in writing, which shall be circulated in its original language. NGOs are kindly requested to limit such submissions to five single-spaced pages (2,650 words). The materials will be made available on the website of the conference. Submissions should be sent to Ms. Katherine Prizeman (e-mail: prizeman@un.org).

5. Availability of non-governmental organization documents and materials to delegations

NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the conference secretariat through the NGO point of contact and Coordinator, Ms. Ray Acheson, prior to public display. Ms. Acheson's contact details are provided below.

6. Non-governmental organization statements to the conference

Up to 15 minutes should be allocated on 15 June for statements by representatives of NGOs under agenda item 9. During the week of 19 to 23 June, NGO representatives will be invited to provide comments on each of the five clusters, in accordance with the indicative timetable and if time permits. Arrangements for statements by NGOs for the remainder of the conference will be decided by the conference during its second substantive session. NGOs are requested to coordinate and decide among themselves how the allocated time is to be utilized. The list of NGO speakers for a meeting should be provided to the

conference secretariat through Ms. Acheson prior to each meeting, in accordance with the indicative timetable of the conference.

7. Non-governmental organization side events and exhibits

Conference room B will be made available for use by NGOs for the duration of the session in June and July. Please contact Ms. Acheson for information on scheduling and booking events in conference room B. Organizations that plan to hold a side event utilizing any other United Nations facilities should contact Ms. Katarao (e-mail: haruka.katarao@un.org) directly. The availability of facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. Please note that submission by e-mail becomes valid only upon the acknowledgement of receipt from the conference secretariat.

Limited space is available for exhibits. Please contact Ms. Katarao (e-mail: haruka.katarao@un.org) for requests for exhibit space and to enquire about the relevant details by 19 May.

8. Additional information from the Secretariat

The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to the United States in order to attend the conference. It is the full responsibility of NGO representatives to make arrangements for visas, travel and related costs. It is advisable that NGO representatives make visa and travel arrangements at their earliest possible convenience.

9. Non-governmental organization point of contact

In order to facilitate coordination for NGO-related matters, including possible speakers to address the conference, all NGO information provided to the conference secretariat will be shared with the NGO point of contact and Coordinator, whose contact details are provided below.

Ms. Ray Acheson, NGO Coordinator
Reaching Critical Will
777 United Nations Plaza, 6th Floor
New York, NY 10017, USA
Tel: 1 212 682 1265
Fax: 1 212 286 8211
E-mail: ray@reachingcriticalwill.org

NGO representatives' checklist	*Deadline*
Request for NGO accreditation (for NGOs not accredited to the first session of the conference)	19 May 2017
Notification by e-mail from the United Nations Office for Disarmament Affairs to NGOs informing them of the status of their request for accreditation (for those not accredited to the first session of the conference)	26 May 2017
Request for NGO representative pre-registration (for all NGOs)	7 June 2017